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WISCONSIN ELECTIONS COMMISSION
Elections Specialist - Entry
Elections Security Trainer

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Position Summary

This is an Elections Specialist position focused on providing training regarding elections security to local election officials. This position is a primary contact for county and municipal clerks to provide customer service, training, and guidance in the secure administration of elections. It is responsible for applying elections security practices to relevant election laws, administrative rules, and Commission policies and working with staff to create and coordinate agency election security training initiatives. These initiatives incorporate a wide range of subject matter and focus on both physical security and cybersecurity aspects of the election process.

A basic and core requirement of the Commission is to provide customer service to over 1,800 municipal clerks, 72 county clerks and thousands of local election inspectors (poll workers) who conduct elections as well as to the State's 3.4 million active voters, to ensure adherence to, and compliance with election laws and required procedures. Another core function of the Commission is to provide current and accurate information to the public as well as various governmental and other organizations about the State's electoral processes and voting statistics and trends.

This position participates in developing, updating and publishing web-based application tutorials to educate, train, and provide technical assistance to local election officials. Training topics will include the administration of elections and the use of WisVote, the statewide voter registration system. The position may also conduct in-person and online workshops, seminars and classes for users of agency software applications. It requires an ability to apply adult learning principles as well as a comfort level with making public presentations in a variety of settings. This position will also participate in carrying out an array of elections program initiatives and activities delineated in the agency's goals and management plans. This position will require occasional travel within Wisconsin from the agency headquarters in Madison.

Duties and Responsibilities

35%
A.   Create and produce training webinars, tutorials and materials regarding security for agency software applications and election-related administrative procedures.

1.   Maintain knowledge of agency software applications and contribute to system updates and maintenance.

2.   Assist in determining the most effective training platform for specific subject matter.

3.   Produce and publish step-by-step instructions and cybersecurity tutorials for agency software application processes using electronic documents, online platforms, and online content management systems.

4. Develop, prepare and update training webinars, videos, manuals, training exercises and related training materials for agency software applications and election-related administrative procedures.

5. Review WisVote and election administration training programs and recommend changes, revisions, updates and modification to incorporate election security principles and best practices.

6. Assist with the development of voter education public outreach materials in a variety of formats including print materials and online content.

35%
B. With guidance from the Elections Supervisor and Senior Staff, participate in the provision of election security and election administration education, training, technical assistance and public outreach to local election officials and members of the public.

1. Conduct in-person, telephonic, and online presentations to county and municipal clerks and election inspectors concerning proper procedures related to election security and how security impacts the administration responsibilities of these officials.

2. Coordinate the preparation and distribution of election-related materials such as memoranda, publications, and the calendar of election events and deadlines.

3. Develop and maintain effective working relationships with local election officials and representatives of their respective professional associations, and solicit their feedback and input regarding the agency training program.

15%
C. Provide Technical Assistance to users of the WisVote system.

1. Assess and identify the educational, training and technical assistance needs of local election officials.

2. Assist with developing a protocol for WisVote education, training and technical assistance to Local Election Officials.

3. Teach, train and advise WEC agency staff on the proper and effective use of WisVote.

4. Make recommendations for improving WisVote business processes and procedures.

5. Work with agency IT team to identify, test, and implement improvements and updates to the WisVote system.

6. Track data quality and election set up in the WisVote system.

7. Advise local election officials to facilitate the correction of data quality issues in the WisVote system.

8. Assist WisVote users in the development and use of customized reports.

15%
D. Participate in general elections administration activities and other agency duties as assigned, including the coordination of special agency projects.

1. Research and analyze legislative initiatives to assess impact on agency systems and procedures.

2. Act as team member or team lead in conducting research related to election administration issues and trends and developing recommendations for consideration by the Commission or the Legislature.

3. Draft fiscal analysis and legislative status reports.

4. Draft and present materials for the Agency's Commission members and Commission Meetings.

Required Knowledge, Skills, and Abilities

1. Experience communicating effectively through various electronic media, written communications, and in-person presentations.

2. Experience applying adult education principles and practices.

3. Substantial experience creating electronic training for web-based systems or applications.

4. Experience providing technical support for web-based applications.

5. Must be able to travel as required.

6. Must possess a valid Wisconsin driver license that meets the State's Risk Management standards.

7. The selected candidate must not have given a contribution to a partisan campaign or candidate twelve months prior to the appointment.

8. The selected candidate must pass a security background check.